Meeting Minutes
DGDC Executive Council Meeting
2:00 p.m., January 30, 2008
Conference Room 321
Haslet Armory
122 William Penn Street
Dover, DE

ATTENDANCE

Executive Council Members
- Mike Mahaffie, OMB
  Non-Voting Chair
- Bill Hickox, DTI
  Proxy for Sec. Jarrett
- Sec. David Mitchell, DSHS
- Tom Steele, DSHS
  Proxy for Sec. Mitchell
- Marti Dobson, DelDOT
  Proxy for Sec. Wicks
- Tim Westbrook, New Castle Co.
- Michael Petit de Mange, Kent Co.
- David Baker, Sussex Co.
- John Talley, DGS
- Roger Barlow, USGS
  Federal Liaison
- David Racca, UD
  DGDC Academic Representative
- Mark Nowak, Dover
  DGDC Municipal Representative
- Lillian Wang, DGS
  DGDC At-Large Representative

Other Attendees
- Sandy Schenck, DGS
- Kim Cloud, DTI
- Michael Townshend, DNREC
- Megan Dean, Sussex Co.

Welcome and Introductions

Mike Mahaffie welcomed the group and thanked them for being a part of the inaugural meeting of the DGDC Executive Council. He explained that the agenda is designed as suggested in the draft DGDC Bylaws that would be considered as part of this first meeting.

Delaware GIS Conference

Mike Mahaffie gave a brief update on planning for the 2008 Delaware GIS Conference, which is planned for April 23, 2008, in Dover. There will be pre-conference workshops on April 22 and a post-conference field activity on April 24. A conference flier is attached.

DTI eGIS Project

Bill Hickox gave an update of the DTI Enterprise GIS (eGIS) project. He explained that there has been a great deal of interest in an enterprise approach to GIS infrastructure and software among many state agencies. He added that there has also been strong interest from several key legislators. The eGIS project is now a priority for DTI leadership.

DTI staff met with representatives of the user community to gather needs information. A fact sheet (attached) was handed out with details of the process and the overall approach.

DTI is planning now for a central IT infrastructure to support GIS work by state agencies.

The first step was establishing a broad standard for GIS software tools that are supported by the state. These included ESRI products, which are used by most state agencies, and a few others.

Based on early findings, DTI negotiated an enterprise license agreement with ESRI to provide all state agencies, and the 911 Centers/PSAPs, with ESRI software licenses and lower costs than if they each went individually to ESRI.

DTI pays an annual fee and is able to spread that cost among the agencies. The more agencies that participate, the lower the costs can be to each. DTI will try to get more agencies involved as the project matures.

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Mike Petit de Mange noted that Kent County is now starting to migrate towards an enterprise approach and is considering changes to the applications that they use to present geospatial data and information to the public. He suggested that there might be an interest among at least his county, and perhaps others, in working jointly with DTI and the state to find ways to create savings.

Bill Hickox responded that that is a goal to reach toward and that he would like to speak further with Kent County about ways that they can coordinate their efforts.

Tim Westbrook asked if the Executive Council will also be discussing data standards. It was generally agreed that that will be an important function of the Executive Council.

Sec. Mitchell noted that will also be important to integrate our efforts in Delaware with similar data efforts in surrounding states. There was a general discussion about the need to maintain connections with Maryland, Pennsylvania and New Jersey and to make sure that our data standards efforts and IT infrastructure will allow us to work with our neighbors, especially in times of regional emergencies.

Ortho/Elevation/Land Use Project
Mike Mahaffie gave an update on the project now under way with Sanborn to collect orthophotography, elevation data and an updated land use/land cover database. This project is costing $643,000 and is jointly funded by several state agencies, all three counties, the city of Dover, and federal agencies.

Orthophotography Portion
Orthophotography was collected in spring of 2007. It has been orthorectified and draft data has been delivered in 2010 1-kilometer by 1-kilometer tiles (Using the 2002 ortho tile layout). The draft tiles have been reviewed by state and local agencies and comments have been submitted to Sanborn. Only minor problems were found. Sanborn ahs delivered fixes for all of Sussex County and extreme western New Castle County. Fixes for Kent County and the rest of New Castle County expected in late February.

The final product (expected in march) will be delivered in individual tiles (~350 Gigabytes total) and in mosaic-ed groups compressed (at 20:1) using JPEG2000. These will either be county-by-county or north and south New Castle, all of Kent, and east and west Sussex. This will be based on size considerations. The data will be made available on the DataMIL and via the USGS EROS Data Center (eros.usgs.gov).

Sec. Mitchell asked whether the Delaware Civil Air Patrol could have been used to collect the aerial imagery, in order to save money. Mike explained that they can be an important resource in some aerial imagery collection, but that they may not have equipment needed to collect statewide data in a manner suitable for orthorectification. But, he added, it is important to keep groups like the Civil Air Patrol in mind for smaller projects.

Sec. Mitchell also noted that he wanted to have sensitive sites in Delaware reduced in resolution in the final public version of the orthophotography. Mike promised to contact the Dept. of Safety and Homeland Security to determine which sites the Department would like to have obscured.

Tim Westbrook noted that it will be important to start planning soon for the next update of the orthophotography, to avoid having to scramble for funding as has been the case in previous efforts.

Elevation Portion
Elevation data was collected via LiDAR in Spring of 2007 for Kent and New Castle Counties. Raw point data, processed to "bare-earth" will be delivered by tiles (either ortho grid or a custom grid; OMB and DGS now exploring). Final products will include a Digital Terrain Model (DTM) and contours in Geodatabase format. Delivery is expected in April.

OMB, DGS, and USGS are now jointly reviewing "raw LiDAR" for Kent County. A few concerns have been noted and will be shared with Sanborn.

OMB, DGS, and others have recently reviewed a pilot area of contour data and found several concerns. Sanborn will re-create a new version and re-submit it for review.

John Talley reported on the Sussex County portion of the statewide elevation project. Data for that was collected in 2005 by a partnership involving USGS, NOAA and NASA and managed for Delaware by DGS. Sandy Schenck reported that DGS has now accepted a final version of LiDAR data and contours from USGS. This data will be added to the DataMIL along with data for Kent and New Castle once the Sanborn project is completed.

Elevation data from all three counties will also be made available through the USGS Center for LIDAR Information Coordination and Knowledge (CLICK) data site (lidar.cr.usgs.gov) and will be submitted to the National Elevation Dataset (NED) program (ned.usgs.gov) as well.

Roger Barlow noted that the CLICK site has a download limit of 250 megabytes, which will enable site-by-site downloads of the raw LiDAR. Those wishing to download much larger areas will need to make separate arrangements.

Roger added that the Sussex data has been found to exceed FEMA standards for flood mapping. Sandy Schenck noted that the Kent and New Castle project is expected to at least meet the FEMA standards. Roger added that the data for northern New Castle will be at a slightly higher resolution to meet the needs of the National Geospatial Intelligence Agency, which was a funding partner in the over-all project.

Land Use/Land Cover Portion
Mike Mahaffie explained that the Land Use data will be an update of 2002 data set based on analysis of impervious surface generated for 2007 vs. one generated (by Sanborn) for 2002. That analysis will help identify areas of new development. In addition, all three counties and several state agencies have submitted "training" data to help guide LULC update.

A draft impervious surface coverage for eastern Sussex now under review. It is mostly very impressive; however some houses not captured. Mike noted that there is a question as to whether this is a major issue, since impervious surface data was not originally meant as a main deliverable.

In addition, Mike noted, DNREC, DDA and OMB are sharing funding of a small enhancement to get better definition of wet woodlands and upland woodlands and other wetland-related features. This add-on will cost $13,520.

Final products are expected in April.

USGS Presentation
Roger Barlow took the opportunity of the data project report to present to the Executive Council a USGS National Map Partner benchmark replica in recognition of the efforts of several state agencies and local governments to help build the National Map.

TeleAtlas Roads Project
Mike Mahaffie gave a very brief update on the TeleAtlas roads data project, which is managed by DelDOT. That project is in a mature phase and data are being made available through the DTI data portal. Sandy Schenck noted that the TeleAtlas roads data will be available via DataMIL soon; DGS staff are now testing that as part of their upgrade of the system.

Dave Racca asked about the line between the public portion of the TeleAtlas data and the part that is subject to a license agreement between the state and TeleAtlas. He expressed concern that data that should be public will not be part of the public release of the data. There was a general sense that a working group to look into that issue would be appropriate.

DataMIL Update

Sandy Schenck gave a brief update on the status of the DataMIL. He noted that DataMIL has been migrated to a "co-locate" environment, with assistance from DTI, and that this change will let DGS staff do more research and development of the DataMIL. That should lead to more frequent data and application updates.

Sandy noted that DGS is in the process of filling a vacant Programmer position that is important to the DataMIL effort. He explained that an offer will soon be made to a candidate and that with luck a new programmer will be on board in mid-February.

John Talley added his praise for the leadership and staff at DTI for their help in the DataMIL migration.

Approval Of DGDC Bylaws

Mike Mahaffie presented draft DGDC bylaws developed with help from a working group of DGDC members and a Deputy Attorney General Assigned to OMB. The draft presented had been endorsed in December by the full DGDC membership.

Bill Hickox noted that the Bylaws conform closely to the requirements of the legislation that created the Executive Council. There were only a few changes proposed.

In article VI, Section 4 (voting at DGDC meetings), a wording change was proposed to eliminate an apparent contradiction between the idea of generally voting by voice-vote and the ability of the chair to call for a show of hands, or written ballot, in special cases. The phrase "shall be by voice vote" was replaced with "will generally be by voice vote, unless…"

In Article VII, Section 2 (quorums at DGDC Executive Council meetings) it was suggested that the word "voting" be inserted into the definition of a quorum to make it clear that a quorum should be nine voting members of the Executive Council. The Council has a non-voting chair, which might cause confusion without the addition of "voting."

In Article VIII, Section 1 (amendments to the bylaws), language was proposed to make it clear that it will take a majority of the full voting membership of the Council, rather than a majority of a quorum, to make Bylaws changes.

A motion was made by Tim Westbrook, and seconded by Roger Barlow, to approve the DGDC Bylaws, with the changes just discussed by the Executive Council. The motion passed, with ten (10) Council members voting in the affirmative and one member abstaining. Tom Steele, who had taken over as proxy for Sec. Mitchell when Sec. Mitchell had to leave for another meeting prior to the Bylaws discussion, explained that he was not certain how Secretary Mitchell would have wanted him to vote. A final version of the Bylaws, with the changes agreed to by the Council, is attached to these minutes and will be posted on the DGDC section of the OMB web site.

Establishment of DGDC Subcommittees

There was a discussion of the several subcommittees recommended to the Executive Council by the DGDC membership at their December meeting. Rosters and scopes of work were presented for a Conference Planning Subcommittee, a GIS in Education Subcommittee, and a Technical Infrastructure Subcommittee. A GIS Day Subcommittee was also recommended but no roster or scope of work has yet been developed.

It came out in discussion that there should also be a Data Standards Subcommittee to develop recommendations for data standards. It was suggested that these should be integrated with standards at the national level and in neighboring states.

It was noted that, while the Executive Council might approve specific rosters for several of the subcommittees, it should be understood that they are to be considered open subcommittees as much as

possible. Kim cloud noted that the technical Infrastructure Subcommittee in particular will call on a wide variety of GIS users from around the state to gather input for the DTI eGIS initiative.

A motion was by Bill Hickox, and seconded by Mike Petit de Mange, that the Council ratify the four subcommittees suggested by the DGDC and a fifth, to be a Data Standards Subcommittee, and that the chair develop and send to the Council, by e-mail, a purpose and scope for each. The motion passed, with eleven (11) Council members voting in the affirmative.

Imagery for the Nation Program Support
Mike Mahaffie presented a draft letter that he proposed to send, on the Council's behalf, to the president of the National States Geographic Information council (NSGIC) in support of the NSGIC Imagery for the Nation proposal. The DGDC membership had voted at their September meeting to recommend that the Council send a letter of support.

There was a general discussion of the Imagery for the Nation Proposal (more details are found at www.nsgic.org/hottopics/imageryforthenation.cfm) and about NSGIC itself. Mike Mahaffie and Sandy Schenck are now members of NSGIC (Mike is a Board Member) and have represented Delaware to that Council for the past nine years. There was general agreement on the importance of Delaware continuing to have a strong voice in national discussion about geospatial issues.

A motion was made by Bill Hickox, and seconded by Roger Barlow, to have the Chair send the letter, as presented, to the NSGIC president. The motion passed, with eleven (11) Council members voting in the affirmative.

Future Meetings
There was a brief discussion of when to have a next meeting. It was agreed that the Executive Council should meet on Wednesday, April 23, as a part of the 2008 Delaware GIS Conference (www.degis.org) at the Dover Sheraton.

Adjournment
There being no further business, **a motion was made by Tim Westbrook and Seconded by Dave Racca to adjourn the meeting.** The motion passed, with eleven (11) Council members voting in the affirmative.

Delaware GIS 2008: A Spatial Network

The Delaware Geographic Data Committee invites you to its annual statewide Delaware GIS Conference. This day-long conference will be held on **Wednesday, April 23, 2008** at the Sheraton Dover Hotel in Dover, Delaware.

Conference Highlights:

- Keynote Speaker - Stu Davis, Past-President, National States Geographic Information Council (NSGIC)
- Pre-conference workshops (Tuesday, April 22, 2008)
    - Morning Sessions (9:00 a.m. - 12:00 p.m.)
    Getting to Know Model Builder
    Datums & Projections: Demystifying the Geodetic Reference Frame
    - Afternoon Sessions (1:00 p.m. - 4:00 p.m.)
    3D Visualization in ArcGIS
    GIS for Civil Engineers & Land Dev., Professionals in the CAD Env.
- Professional and Student paper and poster presentations
- K-12 Student Contest
- Opportunities to visit with our many Exhibitors
- Capstone Speaker - Joseph Kerski, Geographer, Education Industry Curriculum Development Manager, ESRI
- Post-conference field experience - Thursday, April 24, 2008
    - Half-day Session (9:00 a.m. - 2:00 p.m.)
    Pirate Geo-Caching at Blackbird Creek Reserve component of the DNERR

Join over 200 GIS professionals from Delaware and the Mid-Atlantic region attending Delaware GIS 2008. Call the Sheraton Dover Hotel at 302.678.8500 and reserve your room at a special conference rate!

www.degis.org

Enterprise GIS

AUDIENCE

Anyone who wants or needs to use computerized geographic information.

PROJECT OVERVIEW

The purpose of this project is for DTI to implement a statewide (enterprise) Geographical Information System (eGIS) to support the GIS needs of our state organization customers. Nearly every state organization uses or can benefit from spatial data and an enterprise GIS system provides the means to share this information throughout state government as well as with users outside of the state system.

Project Goals:

The goal of this project is to create a central, enterprise-wide GIS that will:
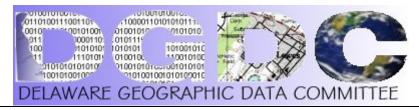
- Establish a central repository for public data;
- Provide an out of box solution for smaller agencies;
- Create an integrated, multi-departmental system of components used to collect, organize, analyze, visualize, and disseminate geographic information;
- Develop a common re-usable architecture for hosting various geospatial applications for state organizations;
- Provide enterprise licensing for state agencies – provide different subscription levels;
- Establish and maintain ongoing GIS support and services;
- Work with the existing Delaware Geographic Data Committee (DGDC) to develop standards.

PROJECT TEAM

Executive Sponsors: Lynn Hersey-Miller, William Hickox

Project Team Members

	Role:	Responsibility:
Kim Cloud	Project Manager	Manage the eGIS Program
Rick Truitt	Network Architect	Develop network architecture
Tony Collins	System Architect	Develop system architecture
Dave Martin	System Engineer	Develop system configuration
Cindy Bray	Organizational Change Management	Manage organizational change

Bylaws of the Delaware Geographic Data Committee
As Approved by the DGDC Executive Council
January 30, 2008

PREAMBLE

In 2007, the Delaware General Assembly passed, and Governor Ruth Ann Minner signed, legislation reestablishing the Delaware Geographic Data Committee. The General Assembly found that "the coordination of the use and sharing of data and information among all levels of government is essential to the efficient and smooth provision of government services to the people of the state of Delaware."

Article I.   Name and General Provisions

Section 1   Name

The Name of this organization shall be **The Delaware Geographic Data Committee**.

Section 2   Establishment

The Delaware Geographic Data Committee is established under 29 Delaware Code, Chapter 91, Subchapter IV (Geospatial Data Coordination).

Section 3   General Structure

The Delaware Geographic Data Committee (DGDC) shall be an open committee of users of Geographic Information System (GIS) tools and data. It shall include a DGDC Executive Council comprised of state and local government agency leaders.

The Executive Council shall act on policy and data coordination recommendations made by the full Delaware Geographic Data Committee.

Section 4   Organizational Location

The Delaware Geographic Data Committee shall be administered as a program within the Delaware Office of Management and Budget (OMB).

Section 5   Lead Staff

A staff member of the Office of Management and Budget shall be assigned the role of State Geospatial Data Coordinator (GIS Coordinator) and shall serve as lead staff to, and non-voting Chair of, the DGDC Committee and the DGDC Executive Council.

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Article II.   *Objectives of the Delaware Geographic Data Committee (29 Del C., §9141)*

Section 1   Data Availability

The DGDC shall work to ensure that geospatial data are maintained and published in such a manner that they are readily available to all appropriate data users to support state and local government functions.

Section 2   Data- and Technology-Sharing

The DGDC shall promote the use and sharing of geospatial data and of geographic information system software and tools by state agencies and local governments.

Section 3   Data Standards

The DGDC shall establish standards for the appropriate publication of geospatial data and metadata.

Section 4   Data Coordination

The DGDC shall provide for a coordinated community of geospatial data providers and geospatial data users in Delaware.

Article III.   *Membership*

Section 1   Delaware Geographic Data Committee Membership

Membership in the Delaware Geographic Data Committee shall be open to all persons interested in the use and sharing of geospatial data in Delaware.

Section 2   DGDC Executive Council Membership (29 Del C., §9143(a) and (b))

The members of the Executive Council shall be:
a.   The GIS Coordinator, non-voting Chair
b.   The Director of the Office of Management and Budget;
c.   The Secretary of the Department of Technology and Information;
d.   The Secretary of the Department of Safety and Homeland Security;
e.   The Secretary of the Department of Transportation;
f.   The Secretary of the Department of Natural Resources and Environmental Control;
g.   The County Executive of New Castle County;
h.   The County Administrator of Kent County;
i.   The County Administrator of Sussex County;
j.   The Director of the Delaware Geological Survey;
k.   A Federal Geospatial Liaison to be named by the Federal Geographic Data Committee; and
l.   Three representatives chosen annually from among the DGDC membership, as outlined in Section 3 of this Article.
    1.   One representing the academic community,
    2.   One representing Delaware's municipal governments, and
    3.   One representing the membership as a whole.

Section 3   Selection of DGDC Representatives to the Executive Council

The three DGDC representatives to the Executive Council shall be selected annually by vote of DGDC members at the final DGDC meeting of the calendar year. The vote shall be conducted under the terms of these bylaws.

The terms of the three DGDC representatives to the Executive Council shall be for one calendar year. There shall be no limit to the number of terms a DGDC Representative to the Executive Council may serve.

Section 4   Executive Council Proxies

Members of the DGDC Executive Council may assign proxies to attend Executive Council meetings. Proxy assignments shall be made in writing to the GIS Coordinator. Executive Council members shall not assign their proxies to persons who are serving as one of the three DGDC representatives to the Executive Council.

Article IV.   Executive Council Duties (29 Del C., §9143(d))

Section 1   Intergovernmental and inter-sector coordination

The Executive Council shall represent the State of Delaware to all levels of government, the private sector, and academia in all matters pertaining to geospatial data and related technologies.

Section 2   Maintaining a Base Map

The DGDC Executive Council shall work to ensure the availability of basic geospatial data to provide an up-to-date, comprehensive, digital base-map for the State of Delaware.

Section 3   Funding

The DGDC Executive Council shall seek funding sources to support the creation and maintenance of geospatial data for the State of Delaware.

Section 4   Standards

The DGDC Executive Council shall promulgate geospatial data standards to govern the creation, use and sharing of geospatial and related data in the State of Delaware. These will include standards for the publication of Geospatial Metadata (29 Del. C., §9142(a)(2)).

Section 5   Project Oversight

The DGDC Executive Council shall provide oversight and management direction for projects and processes that support the use and sharing of geospatial data. These include, but are not limited to:
   a.   Statewide data collection and maintenance projects,
   b.   The Delaware Data Mapping and Integration Laboratory (DataMIL); and
   c.   The Delaware Geospatial Information Clearinghouse.

Article V.   DGDC Subcommittees and Working Groups

Section 1   Subcommittees

The Executive Council may establish subcommittees of the Delaware Geographic Data Committee to perform specific tasks and/or to focus on specific subject areas. DGDC subcommittees shall remain in existence until disbanded by the Executive Council.

Section 2   Working Groups

Short-term working groups maybe formed on an as-needed basis by the GIS Coordinator to meet functional needs of the DGDC or the Executive Council. Working Groups shall remain in existence until the completion of their assigned tasks.

Section 3   Subcommittee and Working Group Membership

Membership in subcommittees and working groups shall be open to all members of the DGDC.

Membership in, and leadership of, subcommittees shall be ratified annually by the Executive Council.

Membership in, and leadership of, working groups, shall be at the discretion of the GIS Coordinator.

Article VI.   Meetings of the Delaware Geographic Data Committee

Section 1   Meeting Schedule

The DGDC shall meet on a quarterly basis. Additional meetings may be scheduled as needed. All meetings shall be public meetings and shall be scheduled by the GIS Coordinator and noticed by e-mail to the DGDC listserv and as required under state law (29 Del. C., §10004(e)).

Section 2   Order of Business

1. Welcome and Introductions
2. Announcements
3. Approval of Minutes
4. Committee Reports
5. Project Updates
6. Old Business
7. New Business
8. Public Comment
9. Adjournment

Section 3   Minutes

Minutes shall be taken of DGDC meetings and shall include attendance, a record of all votes, and a general record of discussion. Minutes shall be posted on-line in draft form at least five (5) working days prior to the next meeting of the Committee.

Section 4   Voting

Votes by the DGDC will generally be by voice vote, unless the Chair finds a need for a vote by show of hands or by ballot. Motions shall be approved by a simple majority of voting members present. Voting member status for any DGDC meeting shall require attendance at at least one previous meeting of the DGDC.

Article VII.   Meetings of the Executive Council

Section 1   Meeting Schedule

The Executive Council shall meet on an as-needed basis, at the call of the GIS Coordinator. Executive Council meetings shall be public meetings and shall be noticed by e-mail to the Executive Council members and as required under state law (29 Del. C., §10004(e)).

Section 2   Quorum

A quorum shall consist of nine (9) voting members of the Executive Council or their assigned proxies. Executive Council members, or their proxies, may attend meetings via conference call, by video conference, or using other electronic means providing that that member, or proxy, is able to hear and be heard by all in attendance and take part in any discussions.

Section 3   Order of Business

1. Welcome and Introductions
2. Approval of Minutes
3. DGDC Committee Report
4. Old Business
5. New Business
6. Public Comment
7. Adjournment

Section 3   Minutes

Minutes shall be taken of Executive Council meetings and shall include attendance, a record of all votes, and a general record of discussion. Minutes shall be posted on-line in draft form at least five (5) working days prior to the next meeting of the Council.

Section 4   Voting

Voting at Executive Council meetings shall be by roll call vote with motions approved by a simple majority of members, or their proxies, in attendance.

Article VIII.   Amendments to Bylaws

Section 1   Amendments

These Bylaws may be amended or repealed by an affirmative vote of a majority of the full voting membership of the Executive Council at a public meeting held in accordance with these bylaws.